City of Newton



Setti D. Warren Mayor

City Department:

REQUEST for PUBLIC RECORDS held by the CITY of NEWTON, MASSACHUSETTS

The City of Newton will assist members of the public in accessing public records within the requirements of state and federal law. To help us identify all records sought, we ask that the request be in writing. The City has up to ten days to respond to any written requests for records. If search and/or copying costs are involved in a request, the City will provide a written estimate of such costs (if over \$10.00) within the ten day period and require payment before any search or copying commences. If the records requested are exempt from disclosure, the City will provide a written explanation of the specific applicable exemptions.

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treet Address	
City, State, Zip Code _	
Phone	Email address
TIONE	Email address
	Email address
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ignature for more information all appeal the City's respondassachusetts Public Reformation all 617.727.25 NAME CITY STAFF: DATE of REQUEST:	pout public records exemptions and requirements, including how to nse to a public records request, see the Secretary of State's <i>Guide to the ecords Law</i> www.sec.state.ma.us/pre/prepdf/guide.pdf 832. TO BE COMPLETED by CITY STAFF